

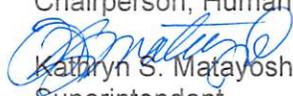


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

January 19, 2016

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Report on 2015-2016 Office of Human Resources Delivery Plan: Office of Human Resources goals (1) improve the quantity and quality of job applicants, (2) train, retain and recognize high performing employees, and (3) restructure capacity and delivery of Office of Human Resources services**

1. DESCRIPTION

The Office of Human Resources (OHR) utilizes a structure of performance routines to identify, monitor and successfully implement its priority activities to support the Department's strategic plan Goal 2 (Staff Success). OHR's structure is referred to as its "Delivery Plan".

2. UPDATE

OHR will report on the status of its Delivery Plan projects and activities as they relate to the goals of (1) improving the quantity and quality of job applicants, (2) training, retaining and recognizing high performing employees, and (3) restructuring the capacity and delivery of OHR services.

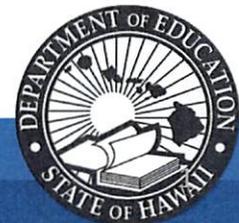
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Attachment

c: Office of Human Resources

**Report on 2015-2016 Office of Human Resources
Delivery Plan: Office of Human Resources goals
(1) improve the quantity and quality of job
applicants, (2) train, retain and recognize high
performing employees, and (3) restructure capacity
and delivery of Office of Human Resources services**

*A Presentation to the
Board of Education Human Resources Committee*

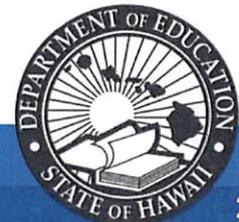
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Strategic Plan

Goal 2: Staff Success

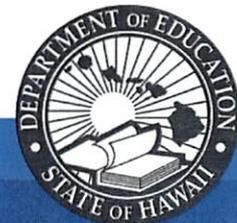
The DOE has a high-performing culture where employees have the training, support, and professional development to contribute effectively to student success.



Strategic Plan Objectives

- 2A. The DOE effectively recruits, retains, and recognizes high-performing employees.

- 2B. Training and professional development for all DOE employees supports student learning and school improvement.



OHR Delivery Plan

Priority #1

Improve the quantity and quality of job applicants

Priority #2

Train, retain, and recognize high-performing employees

Priority #3

Restructure capacity and delivery of OHR services

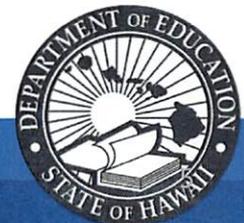


OHR Success in 2015

Priority #1

Improve the quality and quantity of job applicants

- TATP online pilot with Kauai District
- Streamlined applicant lists for registration classes
- Online school level EO applications (in testing for 2016 implementation)
- Expanded teacher recruitment outreach and training
- Revised interview and selection guidelines

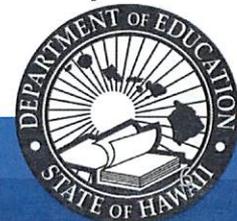


OHR Success in 2015

Priority #2

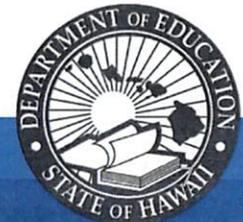
Train, retain, and recognize high performing employees

- Filling of key OHR vacancies (PDB)
- Pilot use of New Hire Checklist and delivery of New Employee Orientation
- In-person new employee orientation sessions
- Monitoring plan for completion of performance evaluations
- Training programs (performance evaluations, Personnel Management Branch, PRO support)



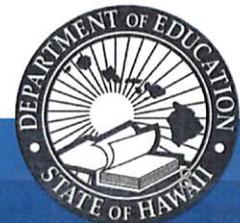
OHR Success in 2015
Priority #3
(Restructure capacity and delivery of OHR Services)

- Completion of OHR reorganization and submission to union for consultation
- State Office PRO position
- OHR Intranet upgrades



2016 Projects

- Expanded outreach for teacher recruitments
- TATP online expansion to Maui and Hawaii Districts
- Implement and provide training on revised interview and selection guidelines
- Refine and facilitate delivery of New Employee Orientation
- Increase completion rates of employee performance evaluations
- Continue to fill key vacancies within OHR (e.g. training and development) and finalize reorganization
- Work with external partners and departments to develop on-demand employee benefits training
- Revisit Delivery Plan and update as appropriate



Questions?

Office of Human Resources

Phone: 441-8300

